

## Chapter 7 - Change Order Processing

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Change Order processing is comprised of two separate functionalities. Advice of Change (PCHL8010) allows users with proper security to **request** the change of a posted requisition, job ticket, purchase order, direct purchase order, or blanket purchase order. The actual changes are made on the original document after the Advice of Change request has been posted.

Document Cancellation (PCHL8500) allows users with proper security to **cancel** posted requisitions, job tickets, purchase orders, direct purchase orders, blanket purchase orders, receiving reports, or invoices. Document Cancellation also allows users with proper security to **unpost** posted invitations to bid and bid entries; and to **delete** posted bid entries. Cancelled documents remain in the system with a Status of 'CNCL' (cancelled) or 'CLOS' (closed) for documents which have been partially vouchered.

Vouchers and direct vouchers cannot be cancelled in ADPICS. Instead, the warrant is cancelled in R★STARS. See Section 12.2 Where to Inquire in R★STARS.

## 7.1 ADVICE OF CHANGE

An Advice of Change (PCHL8010) allows the user to *initiate a request to change* a posted [CS138](#), requisition, job ticket, purchase order, direct purchase order, or blanket purchase order. No other documents can be changed through the Advice of Change. An Advice of Change does not change the document. When creating the Advice of Change, users should describe in detail the type of change(s) that need to be made on the document, in the Change Description field.

Posting the Advice of Change changes the status of the associated document from 'POST' (posted) to 'CINP' (change in process). This places the document in change order mode. The user can then recall the original document, make the necessary changes, and repost the document.

Once the changes indicated on the Advice of Change screen (PCHL8010) have been completed and the changed document has been posted, you will no longer be able to view the original document. Therefore, it is important to clearly identify all changes in the Advice of Change.

The Advice of Change may also be used for vendor notification, by printing the screen and sending it to the vendor.

There are limitations to what can and cannot be changed on documents. There is no edit on the Advice of Change screen (PCHL8010) that will warn a user when the change they are requesting cannot be completed. Error messages on the original document, when trying to post, will let the user know when they cannot make a change that they are trying to make.

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#### 7.1.1 Advice of Change Constraints

Only changes to [CS138s](#), requisitions, job tickets, purchase orders, direct purchase orders, and blanket purchase orders can be initiated by using the Advice of Change screen (PCHL8010). If posted invoices or receiving reports must be changed, they must be cancelled and new documents created. See Section 7.2 Document Cancellation. Vouchers and direct vouchers cannot be changed or deleted in ADPICS. The warrant must be deleted in R★STARS. See Section 12.2 Where to Inquire in R★STARS.

After completing and successfully posting the Advice of Change (PCHL8010), the actual changes are entered on the [CS138 screens](#), requisition screens, the direct purchase order screens, or the blanket purchase order screens by a user with proper security.

If a purchase order has been created for a requisition, the Advice of Change must be done for the purchase order, not the requisition.

The direct purchase order screens (PCHL2360/2364/2365) are used for changes to both purchase orders and direct purchase orders. This is to accommodate accounting additions/changes/deletions, and commodity detail. The purchase order screens (PCHL2340/2346/2344) do not allow entry of these fields.

An Advice of Change cannot be posted for a purchase order if there is an unposted receiving report, invoice, or voucher for the purchase order. The unposted document must be deleted or posted before the Advice of Change can be posted.

When there are outstanding documents associated with the Document ID entered on the Advice of Change, the system will generate an error message at the bottom of the Advice of Change screen (PCHL8010) to prompt you if the document cannot be changed due to outstanding documents. You can then post or delete the outstanding document(s) prior to creating the Advice of Change.

The Department and REQ/JT indicator cannot be changed on a requisition. The Department, Vendor, and Vendor Mail Code cannot be changed on a purchase order. The Department cannot be changed on a blanket purchase order. [The Preauthorized, Doc Type, Department, Primary Commodity, Requested Amount, and End Date cannot be changed on a CS138.](#)

The Unit Cost cannot be changed on the line items that have been invoiced, received, or vouchered. Instead, decrease the line item quantity to the invoiced/received/vouchered quantity. Then add a new line item with the same Commodity ID. Enter the remaining quantity in the Quantity field, and the new unit cost in the Unit Cost field.

The quantity cannot be decreased below the amount already invoiced, received, or vouchered.

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Commodity Codes cannot be changed on line items that are already invoiced, received, or vouchered.

The Account Distribution Method can be changed from Single or Percentage to Multiple, but cannot be changed from Multiple or Percentage to Single.

Account codes for vouchered items cannot be changed. A new accounting line can be added for the remaining items. The existing accounting line totals can also be decreased to the amount already paid.

You can place the cursor anywhere in an accounting line and press <F3> to delete an account code line if it hasn't been vouchered. Then change the dollar amounts on existing lines, add lines, etc., to redistribute the remaining amount. For year-end documents, follow the instructions in Chapter 14.

If you decide that you do not want to change a document after posting the Advice of Change, you can do one of the following:

- Press the <F3> delete key on the [CS138 Header Entry screen \(PCHL2117\)](#), Requisition Header Entry screen (PCHL2100), the Direct Purchase Order Writing screen (PCHL2360), or the Blanket Purchase Order Writing screen (PCHL2342). Confirm the <F3> delete to cancel the changes. This action will revert the document back to the previous version. The Change Sequence Number reverts to the previous number (i.e., 002 becomes 001). The Action Indicator field reverts to 'P.' The Status field reverts to the previous status (i.e., POST, PVCH). The Status field on the associated Advice of Change document becomes 'CNCL' (cancelled).
- Enter a 'P' in the Action Indicator field to post the document without making any changes. If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a 'P' and the changed document is posted. This action will indicate that the document was changed, resulting in the document's Change Sequence Number remaining the same.

If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an 'A' and the changed document will go through any established [CC \(changed CS138\)](#), CR (changed requisition), CP (changed purchase order), or CB (changed blanket purchase order) approval path.

If there are posting errors, the Action Indicator will change to 'E' and the message line will read, Edit Errors in R★STARS, Cannot Post. You must correct the accounting errors and post the document again. To correct the accounting errors, see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition, or section 3.6.5 Verify Accounting and Correct Accounting Errors on an Unposted Direct Purchase Order. If necessary, consult with accounting staff within your department.

When the document successfully posts, R★STARS will adjust the original financial transaction and/or create the new transaction, liquidating and/or encumbering the appropriate funds, based on the change document.

### 7.1.2 Advice of Change Data Entry

Advice of Change is done on the Advice of Change screen (PCHL8010). From the Main Menu (PCHL0000) select <F8> Change Order Processing Menu (PCHL8000), then select <F1> Advice of Change (PCHL8010).

#### Data Entry Instructions:

<b>Document ID</b>	The <u>CS138</u> , Requisition ID, Purchase Order ID, Direct Purchase Order ID, or Blanket Purchase Order ID of the document that you want to change. This must exist in the <u>CS138 Header Table (PCHL2117)</u> , <u>Requisition Header Table (PCHL2100)</u> , Purchase Order Table (PCHL2340 or 2360) <del>and the Requisition Header Table (PCHL2100)</del> or the Blanket Purchase Order Table (PCHL2342), respectively.
<b>Action Ind</b>	Defaults to 'N'.
<b>Eff Date</b>	Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.
<b>Change No</b>	Leave blank if creating a new record. The system will generate a change sequence number for the document ID displayed. This may be entered for inquiry purposes.
<b>Interface Type</b>	The system defaults to the Interface Type of the Document ID entered.
<b>Note Pad</b>	The system displays 'N' because there are no notes associated with a new advice of change (will change to 'Y' if you add a note in the note pad, see Section 2.3 Note Pad).
<b>Document Ind</b>	Leave blank. The system will default for the Document ID entered. <u>'CS' is for a CS138, 'RQ' is for a requisition, 'PO' is for a purchase order, 'RQ' is for a requisition,</u> and 'BP' is for a blanket purchase order.
<b>Status</b>	Will default to not posted (NOPT) for a new advice of change. If using inquiry, will default to current status.
<b>Change Order ID</b>	Leave blank if creating a new Advice of Change. When saved, the system will generate the Change Order ID. Enter the Change

Order ID if inquiring on an existing Advice of Change.

**Document Type**

Enter the Advice of Change Document Type 'AC.' If this is not entered, the document type defaults to the type associated with the entered Document ID, and will not allow posting. You can also use <F2> to select from the Table Lookup.

**Change Description**

A description of the change(s) requested in enough detail that someone else will be able to easily make the changes. It is important to clearly identify all the changes to be made to the document. See Section 7.1 Advice of Change for further details. See Section 9.7.1 Entering Text in a Text Block for detailed text entry instructions.

**Block Function**

To insert, delete, duplicate, or copy a Term ID to the text block, enter ISRT, DLET, DUP, or a Term ID to copy into the blank field below FUNCT. See Section 9.7 Text Block Function for detailed instructions.

**Block**

The system generates the block number. The user may enter a block number for inquiry purposes.

After entering the above data, press <F10> to save the Advice of Change.

The Change Sequence Number, Change Order ID, and appropriate Document Indicator have been system generated. The Interface Type of the entered document ID has been retrieved.

You can attach a note with additional information using the Electronic Note Pad (PCHL9100). Exercise good judgment when attaching notes because they are part of the document's permanent record. To enter a note, press <HOME>, enter NOTE in the 'Link To' field, and press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100). Enter the note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions. Press <F10> to save the note pad data. Press <CLEAR> to return to the Advice of Change screen (PCHL8010). The Note Pad field will now contain a 'Y' to indicate that there is a note attached.

Enter a 'P' in the Action Indicator field to post the Advice of Change.

- If you have the authority to post the Advice of Change, the Action Indicator will remain a 'P.' The document entered in the Document ID field is in change order mode and ready to be changed.

- If you do not have authority to post the Advice of Change, the Action Indicator will change to an 'A.' The Advice of Change has entered the appropriate approval path, based on department, document, initiating department, and/or commodity. See Section 8.2 Approving and Rejecting Documents.

Once the Advice of Change Action Indicator field is 'P' and the Status field is POST, you (or someone with proper security) are ready to access the appropriate document header screen and make the necessary changes on the document.



### 7.1.3 Change an Unposted Advice of Change

You can only change the Description field or note pad information. To change the document or sequence number, you must delete the existing record and create a new record for the correct document. See Section 7.1.4 Delete an Unposted Advice of Change.

Changing an unposted Advice of Change is done on the Advice of Change screen (PCHL8010). From the Main Menu (PCHL0000), select <F8> Change Order Processing Menu (PCHL8000), then select <F1> Advice of Change (PCHL8010).

Enter the Document ID and Change Sequence Number of the CS138, requisition, purchase order, etc., document that you want to change. Press <ENTER> to retrieve the Advice of Change for the document entered.

If you don't know the Change Sequence Number, you can enter '001' and inquire. You may also leave the field blank and press <F5> Next to retrieve the first change order associated with the document. If the record you are looking for is not the first record, press <F5> Next until you locate the correct record. When there are no more records for the Document ID entered, the system will retrieve the next Document ID.

- You can also locate a Change Order ID for a changed CS138 by accessing the CS138 Change Order Inquiry screen (PCHL8700). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F6> CS138 Change Order Inquiry. Enter the CS138 ID. Press enter to retrieve the Change Order IDs associated with the entered CS138 ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).
- You can also locate a Change Order ID for a changed requisition/job ticket by accessing the Requisition Change Order Inquiry screen (PCHL8800). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F7> Requisition Change Order Inquiry. Enter the Requisition ID. Press enter to retrieve the Change Order IDs associated with the entered Requisition ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).
- You can also locate a Change Order ID for a ~~cancelled~~changed purchase order/direct purchase order/blanket purchase order by accessing the Purchase Order Change Order Inquiry screen (PCHL8900). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F8> Purchase Order Change Order Inquiry. Enter the Purchase Order ID. Press enter to retrieve the Change Order IDs associated with the entered Purchase Order ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).

To change the Change Description, overwrite the existing description by entering the new description and/or use other text block functions. See Section 9.7 Text Block Function. Save the changes. You are now ready to post the Advice of Change.

To add or change note pad data, 'link to' the Electronic Note Pad screen (PCHL9100) and overwrite the existing data. You can only change the notes that you have entered. You cannot change another user's notes unless you have proper security. Save the changes and return to the Advice of Change screen (PCHL8010). Continue with the document creation.

### 7.1.4 Delete an Unposted Advice of Change

Deleting an unposted Advice of Change is done on the Advice of Change screen (PCHL8010). From the Main Menu (PCHL0000), select <F8> Change Order Processing Menu (PCHL8000), then select <F1> Advice of Change (PCHL8010).

Enter the Document ID and Change Sequence Number of the CS138, requisition, purchase order, etc., document that you want to change. Press <ENTER> to retrieve the Advice of Change for the document entered.

If you don't know the Change Sequence Number, you can enter '001' and inquire. You may also leave the field blank and press <F5> Next to retrieve the first change order associated with the document. If the record you are looking for is not the first record, press <F5> Next until you locate the correct record. When there are no more records for the Document ID entered, the system will retrieve the next Document ID.

- You can also locate a Change Order ID for a changed CS138 by accessing the CS138 Change Order Inquiry screen (PCHL8700). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F6> CS138 Change Order Inquiry. Enter the CS138 ID. Press enter to retrieve the Change Order IDs associated with the entered CS138 ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).
- You can also locate a Change Order ID for a changed requisition/job ticket by accessing the Requisition Change Order Inquiry screen (PCHL8800). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F7> Requisition Change Order Inquiry. Enter the Requisition ID. Press enter to retrieve the Change Order IDs associated with the entered Requisition ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).
- You can also locate a Change Order ID for a ~~cancelled~~ **changed** purchase order/direct purchase order/blanket purchase order by accessing the Purchase Order Change Order Inquiry screen (PCHL8900). From the Main Menu (PCHL0000), select <F8> Change Order

Processing (PCHL8000), then select <F8> Purchase Order Change Order Inquiry. Enter the Purchase Order ID. Press enter to retrieve the Change Order IDs associated with the entered Purchase Order ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

## 7.1.5 Change a Posted Advice of Change

You cannot change a posted Advice of Change. Instead, create a new Advice of Change. The Change Sequence Number will increment by one. See Section 7.1.2 Advice of Change Request.

## 7.1.6 Cancel a Posted Advice of Change

You cannot cancel a posted Advice of Change. Instead, do one of the following:

**Document has not been changed, but you want to maintain change order status –**

Access the appropriate document header screen and retrieve the document record. Attach a note in the Note Pad indicating the Advice of Change ID. Also state that the requested changes were not made, and why the changes were not made. Enter a 'P' in the Action Indicator field to post the document without making any changes. This action will indicate that the document was changed, resulting in the document's Change Sequence Number remaining the same and going through any established CC (changed CS138), CR (changed requisition), CP (changed purchase order), or CB (changed blanket purchase order) approval path. Access the associated Advice of Change (PCHL8010). Enter a note in the Note Pad stating that the requested changes were not made and why the changes were not made.

**Document has not been changed, or has been changed, but not posted and you do not want to maintain change order status –**

Access the appropriate document header and retrieve the record. Press the <F3> delete key on the CS138 Header Entry screen (PCHL2117), Requisition Header Entry screen (PCHL2100), the Direct Purchase Order Writing screen (PCHL2360), or the Blanket Purchase Order Writing screen (PCHL2342). Then confirm the <F3> delete to cancel the changes. This action will revert the document back to the previous version. The Change Sequence Number reverts to the previous number (i.e., 002 becomes 001), the Action Indicator field reverts to 'P.' The Status field reverts to the previous status (i.e., POST, PVCH). The Status field of the associated Advice of Change (PCHL8010) becomes 'CNCL' (cancelled).

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**Document has been changed and posted** – Create a new Advice of Change for the document, requesting that the opposite change(s) be made. Once posted, change the document and repost. The Change Sequence Number will increment by one, but the document will contain the same data as it did before the original Advice of Change.

### 7.1.7 Print an Advice of Change

Printing an Advice of Change is done on the Advice of Change screen (PCHL8010). From the Main Menu (PCHL0000), select <F8> Change Order Processing Menu (PCHL8000), then select <F1> Advice of Change (PCHL8010).

Enter the Document ID and Change Sequence Number of the CS138, requisition, purchase order, etc., document that you want to print. Press <ENTER> to retrieve the Advice of Change for the document entered.

If you don't know the Change Sequence Number, you can enter '001' and inquire. You may also leave the field blank and press <F5> Next to retrieve the first change order associated with the document. If the record you are looking for is not the first record, press <F5> Next until you locate the correct record. When there are no more records for the Document ID entered, the system will retrieve the next Document ID.

- You can also locate a Change Order ID for a changed CS138 by accessing the CS138 Change Order Inquiry screen (PCHL8700). From the Main menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F6> CS138 Change Order Inquiry. Enter the CS138 ID. Press enter to retrieve the Change Order IDs associated with the entered CS138 ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).
- You can also locate a Change Order ID for a changed requisition/job ticket by accessing the Requisition Change Order Inquiry screen (PCHL8800). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F7> Requisition Change Order Inquiry. Enter the Requisition ID. Press enter to retrieve the Change Order IDs associated with the entered Requisition ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).
- You can also locate a Change Order ID for a ~~cancelled-changed~~ purchase order/direct purchase order/blanket purchase order by accessing the Purchase Order Change Order Inquiry screen (PCHL8900). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F8> Purchase Order Change Order Inquiry. Enter the Purchase Order ID. Press enter to retrieve the Change Order IDs associated with the entered Purchase Order ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Advice of Change screen (PCHL8010).

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Press <F12> Print. The Advice of Change will be printed at the printer assigned to your PC/terminal.

Printing the Advice of Change will print the Advice of Change document, including all text entered in the Change Description field. It will not print text entered on the note pad.

### 7.1.8 Change the Original Document

After an Advice of Change has been posted for a document, the Change No field of the document header will increment by one. The Status field will change from POST to CINP (change in process).

You are ready to change and repost the document. Changing the document is done in the same manner as creating the document. See the appropriate section as listed below:

- For CS138s, see Section 3.8.5 Change a Posted CS138.
- For requisitions, see Section 3.1.9 Change a Posted Requisition.
- For job tickets, see Section 3.2.9 Change a Posted Job Ticket.
- For purchase orders, see Section 3.5.7 Change a Posted Purchase Order.
- For direct purchase orders, see Section 3.6.9 Change a Posted Direct Purchase Order.
- For blanket purchase orders, see Section 3.7.7 Change a Posted Blanket Purchase Order.

If you are changing a document and you did not create the Advice of Change, be sure that you access the Advice of Change screen (PCHL8010) and review the description and any attached notes before proceeding.

## 7.2 DOCUMENT CANCELLATION

Document Cancellation allows the user to cancel a posted CS138 (CS1), requisition (REQ), purchase order (including a direct purchase order)(POC), blanket purchase order (BPO), receiving report (REC), invoice (IVC), or job ticket (JOB). This will liquidate the pre-encumbrance on requisitions or liquidate the encumbrance on purchase orders and direct purchase orders. The balance of the documents listed do not have any accounting implications. See Section 12.1 What Interfaces to R★STARS.

Posting the Document Cancellation for the documents listed above changes the status of the associated document from 'POST' (posted) to 'CNCL' (cancelled), or from 'PVCH' (partially vouchered) to 'CLOS' (closed). This cancels or closes the document. No other action can be taken. The document remains in the system for inquiry purposes.

Document Cancellation also allows the user to unpost a posted invitation to bid (ITB) or bid entry (BD1). After an invitation to bid is unposted, it can be changed or deleted. After bid entries are unposted, additional bids can be entered, and existing bids can be changed or deleted.

Document Cancellation also allows the user to delete posted bid entries (BID). This deletes all of the entered bids. After bid entries are deleted, new bid entries can be entered or the associated invitation to bid can be unposted for changing or deleting.

Vouchers and direct vouchers cannot be cancelled in ADPICS. R★STARS is used to cancel the associated warrant. See Section 12.2 Where to Inquire in R★STARS.

### 7.2.1 Document Cancellation Constraints

The effective date of both the document and the document cancellation must be in the same fiscal year for purchase orders, direct purchase orders, and requisitions. This forces the document to be liquidated in the same fiscal year in which it was created. If the fiscal year in which the document was created is closed, then the document may be cancelled in the new fiscal year.

A document cannot be cancelled if there are outstanding documents associated with it. For example, a requisition cannot be cancelled if it is attached to an invitation to bid. A bid cannot be cancelled if there is a purchase order attached to the bid. The system will generate an error message at the bottom of the Document Cancellation screen to prompt you if the document cannot be cancelled due to outstanding documents.

Canceling a purchase order created directly from a requisition cancels both requisition and the purchase order.

Canceling bid entries and then deleting an invitation to bid allows the "reuse" of the requisition. This allows the user to re-bid the requisition.

Canceling a purchase order created from a requisition to invitation to bid to purchase order, cancels the purchase order and the requisition. It does not cancel the invitation to bid, but the invitation to bid can no longer be used.

## 7.2.2 Document Cancellation Data Entry

Canceling documents is done on the Document Cancellation screen (PCHL8500). From the Main Menu (PCHL0000) select <F8> Change Order Processing Menu (PCHL8000), then select <F2> Document Cancellation (PCHL8500).

Data Entry Instructions:

<b>Change Order ID</b>	Leave blank if creating a new document cancellation. When saved, the system will generate the Change Order ID. Enter the Change Order ID if inquiring on an existing document cancellation.
<b>Action Ind</b>	Defaults to 'N' (not posted).
<b>Eff Date</b>	Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.
<b>Change No</b>	Leave blank if creating a new record. When saved, the system will generate a Change Sequence Number for the Document ID displayed.
<b>Interface Type</b>	The system defaults to the Interface Type of the document being cancelled.
<b>Note Pad</b>	System displays 'N' because no notes are associated with a new document cancellation. Will change to 'Y' if you add a note in the note pad. See Section 2.3 Note Pad.
<b>Document Ind</b>	Either enter the appropriate Document Indicator, or press <F2> to select the appropriate Document Indicator from the Table Lookup. The Document Indicators are as follows:

CS1      Cancels the CS138  
REQ      Cancels the requisition

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POC	Cancels the purchase order
BPO	Cancels the blanket purchase order
REC	Cancels the receiving report
ITB	Unposts the posted invitation to bid
BID	Deletes all bid entries for the ITB
BD1	Unposts the posted bid entries
IVC	Cancels the invoice
JOB	Cancels the job ticket

<b>Service Date</b>	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
<b>Document ID</b>	The Document ID of the posted document to be cancelled.
<b>Document Type</b>	Leave blank. When saved, the system retrieves the document type from the document being cancelled.
<b>Cancellation Description</b>	A description of the cancellation requested in enough detail that someone else will be able to easily approve the cancellation. It is important to clearly identify all the reasons for the cancellation of the document. See Section 9.7.1 Entering Text in a Text Block for detailed text entry instructions.
<b>Block Function</b>	To insert, delete, duplicate, or copy a Term ID to the text block, enter ISRT, DLET, DUP, or a Term ID to copy into the blank field below FUNCT. See Section 9.7 Text Block Function for detailed instructions.
<b>Block</b>	The system generates the block number. The user may enter a block number for inquiry purposes.

After entering the above data, press <F10> to save the Document Cancellation.

The Change Number and Change Order ID have been generated. The Document Type and Interface Type for the Document ID entered have been retrieved. The message line reads, RECORD SAVED.

You can attach a note with additional information by using the Electronic Note Pad (PCHL9100). Exercise good judgment when attaching notes because they are part of the document's permanent record. To enter a note, press <HOME>. Enter NOTE in the 'Link To'



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field. Press <F9> Link. The system will access the Electronic Note Pad screen (PCHL9100). Enter the note. See Section 2.3 Note Pad for complete Electronic Note Pad instructions. Press <F10> to save the note pad data. Press <CLEAR> to return to the Document Cancellation screen (PCHL8500). The Note Pad field will now contain a 'Y' to indicate that there is a note attached.

Enter a 'P' in the Action Indicator field to post the Document Cancellation.

- If you have the authority to post the Document Cancellation, and there are no posting errors the Action Indicator will remain a 'P.' The document entered in the Document ID field will be cancelled, unposted, or deleted; depending on the value in the Document Indicator field.
- If you do not have authority to post the Document Cancellation, and there are no posting errors, the Action Indicator will change to an 'A.' The Document Cancellation has entered the appropriate approval path, based on document, document type, dollar amount, initiating department, and/or commodity. See Section 8.2 Approving and Rejecting Documents.
- If there are posting errors (i.e., Index changed in mid-year and document has old Index), the Action Indicator will change to 'E' and the message line will either read, EDIT ERRORS IN R★STARS, CANNOT POST, or R★STARS EDIT ERRORS. You must view the accounting summary to determine the error(s) (see View Accounting, later in this section). The error(s) must be corrected in R★STARS.
- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the Document Cancellation Action Indicator field is 'P' and the Status field of the Document Cancellation (PCHL8500) is POST, the document cancellation is complete. The Status field of the cancelled document becomes 'CNCL' (cancelled), or 'CLOS' (closed, partially vouchered and cancelled).

Posted Document Cancellations cannot be unposted, changed, deleted, or cancelled. If the document should not have been cancelled, you must create a new document to replace the cancelled document.

### **View Accounting**

To view the accounting detail, press <F11> Vw Acct from the Document Cancellation screen (PCHL8500). The system will transfer to the Requisition Accounting Information Summary

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(PCHL2125) for requisitions and job tickets, or to the PO/Contract Accounting Information Summary screen (PCHL2344) for purchase orders and direct purchase orders.

These accounting summary screens display all of the accounting lines attached to the document. When the Distribution Method is 'M' (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities that include the accounting suffix line.

When an accounting error has occurred during posting of the Document Cancellation, the system displays an 'E' (error) in the S (selection) field, next to the suffix with the error.

You must view the error message screen to determine the problem.

To view the error message for the error(s), view the first accounting error by typing an 'S' over the 'E' in the Selection field. Press <F2> Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions, or to the Error Message screen (PCHL2130) for single transactions.

**Split transactions** – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an 'E' in the Selection column. View the first accounting error by typing an 'S' over the first 'E' in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130). Go to Single transactions below.

**Single transactions** – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to credit and debit the appropriate funds for the requested item(s).

All of the messages listed for one suffix (accounting line) pertain to that suffix only, and are usually successive. For example, if the messages "Invalid Obj/GL Combo" and "Obj Not Included 28B" are listed, it would mean there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, the COBJ may have been changed or is no longer valid.

NOTE: If you don't know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12 Interfaces to R★STARS). If you still can't locate the error, see your accountant.

Once you have determined the type of error, you should <CLEAR> to the Requisition Accounting Information Summary screen (PCHL2125), or PO/Contract Accounting Information Summary screen (PCHL2344).

Repeat the above procedures for each additional line containing an error. <CLEAR> to the Document Cancellation screen (PCHL8500). The errors must be corrected in R★STARS before the Document Cancellation can be posted. Access the appropriate R★STARS profile to make the necessary correction(s) (see Section 12 Interfaces to R★STARS). If you can't correct the error(s), see your accountant.

## 7.2.3 Change an Unposted Document Cancellation

Once a Document Cancellation has been created, the only thing you could change is the effective date, description, and any note pad entry.

### Change Effective Date

To change the effective date, access the Document Cancellation screen (PCHL8500). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F2> Document Cancellation (PCHL8500).

Enter the Change Order ID. Press <ENTER> to retrieve the existing record.

Overtyping the existing date with the new date. Be sure to clear the end of the field if you enter the date in one of the shorter formats. Press <F10> to save the changed date.

### Change Description

To change the description, access the Document Cancellation screen (PCHL8500). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F2> Document Cancellation (PCHL8500).

Enter the Change Order ID. Press <ENTER> to retrieve the existing record. Overtyping the existing description and/or use one of the block functions. See Section 9.7 Text Block Function.

Press <F10> to save the changed description.

### Change Note Pad

To change the note pad entry, access the Document Cancellation screen (PCHL8500). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F2> Document Cancellation (PCHL8500).

Enter the Change Order ID. Press <ENTER> to retrieve the existing record. Link to the Electronic Note Pad screen (PCHL9100). Change the existing entry and press <F10> to save it. See Section 2.3 Note Pad.

### Locate a Change Order ID

- You can locate a Change Order ID for a cancelled CS138 by accessing the CS138 Change Order Inquiry screen (PCHL8700). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F6> CS138 Change Order Inquiry. Enter the CS138 ID. Press <ENTER> to retrieve the Change Order IDs associated with the entered

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CS138 ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Document Cancellation screen (PCHL8500).

- You can locate a Change Order ID for a cancelled requisition/job ticket by accessing the Requisition Change Order Inquiry screen (PCHL8800). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F7> Requisition Change Order Inquiry. Enter the Requisition ID. Press <ENTER> to retrieve the Change Order IDs associated with the entered Requisition ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Document Cancellation screen (PCHL8500).
- You can locate a Change Order ID for a cancelled purchase order/direct purchase order/blanket purchase order by accessing the Purchase Order Change Order Inquiry screen (PCHL8900). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F8> Purchase Order Change Order Inquiry. Enter the Purchase Order ID. Press <ENTER> to retrieve the Change Order IDs associated with the entered Purchase Order ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Document Cancellation screen (PCHL8500).
- There is no specific inquiry for locating Change Order IDs for the remaining documents.

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#### 7.2.4 Delete an Unposted Document Cancellation

Deleting a Document Cancellation is done on the Document Cancellation screen (PCHL8500). From the Main Menu (PCHL0000), select <F8> Change Order Processing Menu (PCHL8000), then select <F2> Document Cancellation (PCHL8500).

Enter the Change Order ID of the Document Cancellation that you want to delete. Press <ENTER> to retrieve the Document Cancellation.

- You can locate a Change Order ID for a cancelled CS138 by accessing the CS138 Change Order Inquiry screen (PCHL8700). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F6> CS138 Change Order Inquiry. Enter the CS138 ID. Press <ENTER> to retrieve the Change Order IDs associated with the entered CS138 ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Document Cancellation screen (PCHL8500).
- You can locate a Change Order ID for a cancelled requisition/job ticket by accessing the Requisition Change Order Inquiry screen (PCHL8800). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F7> Requisition Change Order Inquiry. Enter the Requisition ID. Press <ENTER> to retrieve the Change Order IDs associated with the entered Requisition ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Document Cancellation screen (PCHL8500).
- You can locate a Change Order ID for a cancelled purchase order/direct purchase order/blanket purchase order by accessing the Purchase Order Change Order Inquiry screen (PCHL8900). From the Main Menu (PCHL0000), select <F8> Change Order Processing (PCHL8000), then select <F8> Purchase Order Change Order Inquiry. Enter the Purchase Order ID. Press <ENTER> to retrieve the Change Order IDs associated with the entered Purchase Order ID. Select the appropriate Change Order ID by entering an 'S' in the Select column. Press <F2> Select to access the Document Cancellation screen (PCHL8500).
- There is no specific inquiry for locating Change Order IDs for the remaining documents.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

## **7.2.5 Change a Posted Document Cancellation**

You cannot change a posted Document Cancellation.

## **7.2.6 Print a Document Cancellation**

Printing a Document Cancellation is done on the Document Cancellation screen (PCHL8500). From the Main Menu (PCHL0000), select <F8> Change Order Processing Menu (PCHL8000), then select <F2> Document Cancellation (PCHL8500).

Enter the Change Order ID of the cancellation that you want to print. Press <ENTER> to retrieve the Document Cancellation.

Press <F12> Print. The Document Cancellation will be printed at the printer assigned to your PC/terminal.

Printing the Document Cancellation will print the Document Cancellation document, including all text entered in the Cancellation Description field. It will not print text entered on the note pad.